

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES *
2. AMENDMENT/MODIFICATION NO. PR-CI-02-10653/0001	3. EFFECTIVE DATE 09/25/02	4. REQUISITION/PURCHASE REQ. NO. PR-CI-02-10653	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Cincinnati Procurement Operations Division 26 W. Martin Luther King Drive Cincinnati, OH 45268	CODE	7. ADMINISTERED BY (If other than item 4) Not Applicable.	CODE
8. NAME AND ADDRESS OF Contractor (No., street, county, State and ZIP Code) To All Offerors/Bidders.		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-CI-02-10653
		✓	9B. DATED (SEE ITEM 11) 09/04/02
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [X] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [] is not, [] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See the information beginning on page 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) BILLY J. ODEN	
15B. Contractor/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section B clause entitled "STAFFING REQUIREMENTS" has been modified. The text is as follows:

Award of this contract, or exercise of a term option in accordance with clause H.5, "Option to Extend the Term of the Contract", shall constitute a Government order for the following on-site staff level of effort:

<u>Code*</u>	<u>Title</u>	<u>Person-Years**</u>
N/A	Program Manager	1
N/A	Foreman, O&M	1
N/A	Foreman, Shop	1
25070	Stationary Engineer/Boiler Tender	5
23400	Heating, Refrigeration & A/C Mechanic	3
23890	Sheet-Metal Worker, Maintenance	1
23130	Carpenter, Maintenance	1
23760	Painter, Maintenance	1
23800	Plumber, Maintenance	2
23160	Electrician, Maintenance	1
23290	Electrician, Maint./Fire Alarm System Mechanic	1
29064	Drafter IV	1
23580	Maintenance Trades Helper	3
01313	Secretary III	1
01192	Order Clerk II	<u>1</u>
TOTAL		24

*Codes are drawn from the "Service Contract Act Directory of Occupations", Fourth Edition, January 1993, as amended by Third Supplement, dated March 1997.

**Person-Years will be converted to direct labor hours at time of award.

2. The Section H clause entitled "MINIMUM REQUIREMENTS FOR LABOR CATEGORIES" has been modified. The text is as follows:

Program Manager

Program Manager shall have at least a Bachelor of Science in Mechanical Engineering from a four-year accredited program, plus at least five years experience supervising facilities operations and maintenance staff personnel.

Foreman, O&M

O&M Foreman shall have at least ten years of experience as a foreman for HVAC, electrical and building operations systems. Shall have experience in resolving

design and operational problems, providing advice and making recommendations regarding building operations systems usage.

Foreman, Shop

Shop Foreman shall have at least ten years experience as a multi-trade foreman overseeing such activities as carpentry, sheet-metal work, plumbing, painting, minor facility renovations, and general maintenance services.

Stationary Engineer/Boiler Tender

Shall have at least five years experience as a stationary engineer or equivalent operating central stations consisting of boilers, chillers, compressors, and shall also possess the State of Ohio "Boiler Operator's License".

Heating, Refrigeration and A/C Mechanic

Shall have at least five years experience as a heating, refrigeration, and air conditioning mechanic at the journeyman level, and shall possess "Universal CFC Certification".

Sheet-Metal Worker, Maintenance

Shall have at least five years experience at the journeyman level.

Carpenter, Maintenance

Shall have at least five years experience at the journeyman level.

Painter, Maintenance

Shall have at least five years experience at the journeyman level.

Plumber, Maintenance

Shall have at least five years experience at the journeyman level. Shall be City of Cincinnati licensed journeyman plumber.

Electrician, Maintenance

Shall be a qualified electrician with at least five years experience at the journeyman level.

Electrician, Maintenance/Fire Alarm System Mechanic

Shall be a qualified electrician with at least five years experience at the journeyman level. Shall also possess the State of Ohio Fire Marshall Certification for testing, servicing, repairing and installing automatic

sprinkler, fire alarm, and engineered extinguishing equipment.

Drafter IV

Shall have a minimum of 5 years experience utilizing a computer aided drafting (CAD) system to update, maintain and create drawings pertaining to building layouts and systems

Maintenance Trades Helper

Shall have a minimum of 2 years experience in facilities maintenance work. Shall possess ability to assist one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machines, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman.

Secretary III

Shall have sufficient skills to support all reporting and other administrative requirements of this contract, including the ability to log service requests and work orders, receive customer calls, and manage personal property.

Order Clerk II

Shall have the ability to process purchasing requirements in a cost-efficient manner as required to facilitate purchase of materials needed for contract performance. Shall also have sufficient skills to support all reporting and other administrative requirements of this contract, including the ability to log service requests and work orders, receive customer calls, and manage personal property.

3. Reference is made to Attachment 10, "Development of Cost Proposal": In the level of effort chart under paragraph (j), the reference to "Foreman, O&M/Engineering Tech. VI" is changed to read "Foreman, O&M".

4. The "STATEMENT OF WORK" has been modified. Specifically, minor additions or revisions were made to Sections 2.1.1, 2.1.2, 2.1.5.2, 2.1.6.2, 2.3 and 2.10. The text is as follows:

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**Statement of Work
Operation and Maintenance Services
for the
U.S. Environmental Protection Agency
Facilities Management and Services Division
Cincinnati, Ohio 45268**

1. General Requirements

The Contractor shall provide the facility support services as identified herein to operate and maintain the following EPA Research and Administration Facilities:

Andrew W. Breidenbach (AWBERC) Environmental Research Center 26 W. Martin Luther King Drive Cincinnati, Ohio 45268	350,000 gross sq. ft. 650 approx. population
Research Containment Facility Andrew W. Breidenbach ERC 26 W. Martin Luther King Drive Cincinnati, Ohio 45268	7,500 gross sq. ft. 20 approx. population
Child Care Center 123 W. Nixon Street Cincinnati, Ohio 45268	5,950 gross sq. ft. 60 approx. population
Center Hill Facility 5995 Center Hill Road Cincinnati, Ohio	21,000 gross sq. ft. 25 approx. population
Test and Evaluation Facility 1600 Gest Street Cincinnati, Ohio	33,000 gross sq. ft. 25 approx. population

The two facilities listed below are Government-leased buildings and as such the Contractor is not responsible for the operation and maintenance of these facilities. Contractor responsibility for these facilities shall be limited to services requested by the Government via a service call or work order as defined in Section 3 of this Statement of Work.

Norwood Facility 4411 Montgomery Road	18,320 gross sq. ft. 102 approx. population
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Cincinnati, Ohio 45212

Warehouse
11027 Kenwood Road
Blue Ash, Ohio 45242

100,000 gross sq. ft.
14 approx. population

The Contractor shall provide all management, training, licensed personnel, labor, permits, equipment, materials, supplies, tools, and all other services and items necessary to perform all functions, operations, and tasks set forth herein in accordance with all applicable industry performance standards, National, State and Local codes and Federal specifications. The Contractor shall plan, schedule, coordinate, manage, supervise, and perform all of the functions required by this Statement of Work.

The facility support services covered by this Statement of Work include but are not limited to the operation and maintenance of buildings and equipment; alterations and repairs to the buildings; computer- assisted drafting (CAD) services; and engineering documentation. Secondary functions include but are not limited to: fire alarm maintenance, snow removal, window washing, pest control, waste removal, and engraving services.

1.1 Normal Duty Hours

The Contractor shall perform all work during normal duty hours except for instances where emergencies arise or when, due to the nature of some requirements, the work has to be accomplished after the normal duty hours. The normal duty hours are considered to be 7:00 a.m. to 3:30 p.m., Monday through Friday (excluding Federal holidays as identified in the contract Schedule) for all personnel with the exception of one late employee staying until 6:00 pm and the boiler tenders as noted below. Contractor personnel shall observe all security regulations established for the EPA facilities, including badge-in and badge-out procedures. The Contractor shall provide its own time clock and shall submit a monthly report to the EPA Project Officer verifying employee time and attendance.

The Contractor shall provide skilled boiler tenders licensed by the state of Ohio to operate the power plant at the AWBERC on a continuous 24-hour-a-day basis, 7 days a week, for the term of this contract. The Contractor shall ensure the power plant is staffed by licensed personnel at all times and that no lapse of coverage occurs. In addition, the boiler tender at the AWBERC shall be the point of contact for EPA security during non-business hours for the purpose of reporting any incidents at AWBERC or any of the other EPA-Cincinnati facilities that may require response under the terms of this contract.

The Contractor shall have a heating, refrigeration, and air-conditioning mechanic available on-call 24 hours per day, 7 days per week, to support shift personnel for emergencies after normal duty hours.

1.1.2 Emergency Repairs

Emergency repair services shall be available 24 hours per day, 7 days per week. The Contractor shall respond

within one (1) hour to notification of problems or equipment failure and shall perform repairs as necessary to put the system back into service. If initial repairs are of a temporary nature, permanent repairs shall begin within 4 hours after notification by the Project Officer. The Contractor shall respond regardless of weather conditions.

1.2 Supplies, Parts, and Equipment

The Contractor shall be responsible for providing all necessary supplies, materials, equipment, and personal computers (Pentium minimum) unless otherwise specified in the contract. The Contractor shall provide cellular/walkie-talkie and/or pager communications for all personnel performing work on this contract with the exception of the clerical/administrative support staff. The Contractor shall provide all vehicles necessary to accomplish the requirements of the Statement of Work.. The Contractor shall also be responsible for purchasing locksets under this contract, although the actual keying of the sets will be performed by the EPA Security Office.

1.3 Inventory Control and Supply Procedures

All supplies, materials, and equipment procured by the Contractor or furnished by the Government (see the Government-furnished property list attached to this contract) shall be accounted for through an approved computerized inventory control procedure developed by the Contractor. The computerized inventory control procedure shall be prepared and provided to the Project Officer for approval within fifteen (15) calendar days from the effective date of the contract. The Contractor shall also provide a supply procedures manual to the Project Officer for approval within fifteen (15) calendar days from the effective date of the contract. A complete and clean audit trail from procurement of materials through end use shall be maintained by the Contractor.

1.4 Safety

Safety policies, rules, and regulations are established by the EPA Cincinnati Office of Administration and Resources Management (OARM) and Office of Research and Development (ORD) Safety Officers for all on-site operations. The Contractor shall abide by these rules, and such direction as may be reasonably given by the Safety Officers. On-site Contractor operations are also subject to compliance with all applicable OSHA rules and regulations.

All accidents and injuries to Contractor employees shall be promptly investigated by the Contractor. A copy of the accident report shall be furnished to the Project Officer and the Contracting Officer.

An organizational safety manual shall be developed by the Contractor to cover operations at the EPA facilities covered under this contract and shall be tailored to meet the specific requirements of the Contractor. This manual shall be submitted to the Project Officer for review and compatibility with EPA safety procedures within fifteen (15) calendar days from the effective date of the contract.

Appropriate Personal Protective Equipment (PPE) shall be used as necessary by the Contractor personnel when

entering laboratories or restricted areas. Typical PPE needed by the Contractor includes, but is not limited to, safety glasses, ear muffs, tyvek suits, and gloves.

1.5 Clean Up

The Contractor shall at all times keep the work area free from accumulations of waste material or rubbish and upon completion of the work shall: (1) remove all waste material and rubbish from the premises; (2) remove all tools, scaffolding, and equipment that is not the property of the Government; and (3) store all Government-owned property and materials in the designated storage area. Upon completion of a task, Contractor personnel shall leave the work area and premises in a clean, neat, workmanlike condition satisfactory to the Government.

2. Specific Requirements

2.1 Comprehensive Preventive Maintenance Program

The Contractor shall be responsible for an in-depth preventive maintenance program for all EPA Cincinnati facilities with the exception of the Norwood and Kenwood leased locations. The Contractor shall develop and implement a computerized Preventive Maintenance (PM) program including inspections and repairs for all electrical, plumbing, fire and mechanical systems within these facilities. The general types of tasks required for this Section are defined below:

1. Preventive maintenance inspections and repairs
2. Building automation system (Metasys) operation and maintenance
3. Maintenance of electrical feeds/panels and substation switch gear
4. Perform electrical safety inspections
5. Inspection, maintenance, and repair of Government-owned fire alarm and sprinkler systems
6. Fire extinguisher inspections and maintenance
7. Elevator Maintenance
8. Food service equipment maintenance

2.1.1 Preventive Maintenance Inspections and Repairs

The Contractor shall develop, implement, and administer a computerized comprehensive preventive maintenance (PM) program for EPA facilities and equipment. This PM program shall have the capability to document the repair history of equipment serviced under this contract. The Government shall retain title to any computerized comprehensive PM program developed under this contract. PM inspection schedules shall be generated by the Contractor. PM repair reports are forms used by the Contractor to identify items such as type of equipment, facility number, model number, serial number, and primary reason for the repair. Copies of the PM repair reports are to be provided to the Project Officer monthly. At a minimum, the PM program shall consist of the following:

1. Functional or predictive inspections of installed equipment such as fans, motors, pumps, compressors, safety devices, etc. Inspections shall be performed on a periodic predetermined basis, approved by the Project Officer, in an effort to determine the degree of operating efficiency and whether equipment deficiencies exist. The inspection program shall include adjustments and repairs to equipment.
2. Routine servicing of equipment including, but not limited, to the following shall be performed:
 1. Lubrication
 2. Cleaning, changing of filters
 3. Minor adjustments and parts replacement
 4. Condition reporting

2.1.1.1 Routine Inspections

The Contractor shall generate an inspection report on a monthly basis. The Contractor shall schedule any equipment down time needed for the inspections. Each inspection shall be planned and documented on an inspection form. Repairs of a minor nature that can be accomplished within 4 hours may be accomplished at the time of inspection. Major repairs (work requiring more than 4 hours) shall be noted on the inspection form and reported to the Project Officer. Preventive maintenance repair orders, including an itemization of labor and materials needed for the repair work, shall be generated for any repairs requiring more than 4 hours to complete and shall be provided to the Project Officer for prior review and approval. Repairs shall be accomplished by the Contractor once approval is received.

Completed inspection forms shall be provided to the Project Officer for a final review within three (3) work days after completion of each inspection. A report of the status of all inspections not completed within the scheduled time frame shall be submitted to the Project Officer on a monthly basis.

Inspection of the following shall be made on a monthly basis unless otherwise required by the Project Officer:

1. Perimeter and security fencing, including electric gates (where applicable)
2. Security lights and emergency lights
3. Fire protection and alarm systems
4. Fume hood supply and exhaust systems

5. Facility signs
6. Emergency showers and eye wash systems
7. Domestic hot water heating system
8. Automatic and manual animal cage washing equipment
9. Emergency electrical power generating equipment
10. Humidifier and dehumidifier systems (where applicable)
11. Automatic door closures (including fire protection type)
12. Boilers
13. Air supply fans and accessories
14. Air compressors and vacuum pumps
15. Air conditioning units and related equipment
16. Environmental rooms (Close tolerance control)
17. Cafeteria and kitchen equipment
18. Other areas specified by EPA on the PM Program

2.1.1.2 Boiler Inspections

The Contractor shall be responsible for the annual inspections of the boilers at the AWBERC and T&E facilities. These inspections shall be performed by an independent boiler inspector meeting the State of Ohio requirements for boiler inspections. The Contractor shall be responsible for maintaining the record file for these inspections. Copies of the inspection certificates are to be posted in the boiler rooms.

2.1.1.3 Crane Inspections

The Contractor shall be responsible for the annual inspections of the two Detroit Hoist 5- ton cranes at the T&E facility. These inspections shall be performed by an independent crane inspector that meets the State of Ohio requirements for crane inspections. The Contractor shall be responsible for maintaining the record file for these

inspections.

2.1.1.4 Repair Orders

The Contractor shall prepare Preventive Maintenance (PM) repair orders for all equipment repairs that are not accomplished at the time of the PM inspection. All preventive maintenance work shall be performed expeditiously. The Contractor shall submit to the Project Officer a monthly status report of all outstanding PM repair orders over ten (10) work days old. The Contractor shall add items to or delete items from the PM program as directed by the Project Officer. All Contractor requests for addition or deletion of items must be approved by the Project Officer. The Contractor shall assign facility numbers to new items that are to be added to the PM program, develop the PM check lists, and determine the frequency and types of inspection to be made. This information shall be submitted to the Project Officer for approval before entering it into the PM Program. NOTE: Some PM repair orders may result in a work order in accordance with Section 3 of this Statement of Work. The EPA Project Officer shall generate the work order as necessary.

2.1.1.5 Equipment Replacement

The Contractor shall review PM equipment to determine when replacements are necessary due to any of the following reasons: high energy use, age, frequent PM repairs, obsolescence or any other reason that tends to make the equipment too costly to operate. The Contractor shall provide the Project Officer with recommendations on equipment replacement. These recommendations shall consist of a time frame for equipment replacement, as well as, type, size, model and cost. These recommendations shall be supported by data collected on past repairs and labor hours expended on maintenance the specified piece of equipment.

2.1.1.6 Parts and Supply Inventory

The Contractor shall maintain a suitable bench stock of parts and components for equipment on the PM program to insure quick reaction to emergencies and to ensure that timely repairs are made to all the equipment on the program. The parts and supply inventory shall be predominantly maintained in the Contractor's warehouse or storage areas/shops within the AWBERC facility.

Procurement of all supplies and materials required to service and maintain the PM program equipment shall be the responsibility of the Contractor.

2.1.2 Building Automation System (Metasys) Operation and Maintenance

The Contractor shall be responsible for the day-to-day operation of the Johnson Controls Metasys System for the EPA Cincinnati facilities, excluding the Norwood and Kenwood facilities.

The Contractor shall provide calculations for operational changes to the system which are required to provide

maximum energy conservation for EPA facilities. The Contractor shall modify, upgrade and maintain the Metasys software as necessary to operate facility equipment and systems at an optimum level providing required occupant services in an economic and an energy efficient manner. Utilizing Metasys software, the Contractor shall compile charts and graphs projecting electrical, gas and oil consumption for current and future years to be submitted to the Project Officer on an as-needed basis. The Government shall provide the necessary stand-alone computer system in the AWBERC boiler room for the operation of the Metasys software and the laptop computer for field work at the EPA outlying facilities.

The Contractor shall be responsible for adjustment to critical equipment set points and for creating and assigning alarm messages to the set points. The Contractor shall add critical equipment monitoring points to the Metasys software as directed by the Project Officer. The Project Officer shall provide written directions for set point adjustment limits and alarm message text.

The Contractor shall immediately notify the Program Metasys Coordinator of any alarms on the Program Equipment monitored by the Metasys. The alarms shall be logged in the boiler room record book with the location, time and person contacted. The Contractor shall always coordinate any changes of the set points on the laboratory equipment with the Program Metasys Coordinator to ensure that research is not being compromised.

2.1.2.1 Scheduled Maintenance Service

The Contractor shall perform maintenance service on the Metasys software as set forth in the manufacturer's standard maintenance procedures.

2.1.3 Maintenance of Electrical Services/Panels and Substation Switchgear

The Contractor shall provide for maintenance and repair of all EPA Cincinnati facilities electrical services provided by the public utility company (except Norwood and Kenwood). The Contractor responsibility for electrical services begins at the in-house facility substation being fed from the public utility company's power lines/transformers. Contractor personnel shall be experienced in working with high voltage service such as **15 KV** which will be the incoming service feed from the utility company. The Contractor shall develop and submit to the Project Officer within 30 work days after contract award a comprehensive scheduled maintenance plan to ensure **ALL** electrical services are operating at optimum levels of service.

2.1.4 Electrical Safety Inspections

The Contractor shall be responsible for ensuring the electrical safety of the facilities. The Contractor shall perform electrical safety inspections, maintenance and repair on a continual basis throughout the EPA facilities. During the inspections, the Contractor shall accomplish minor repairs (16 hours or less in time and/or \$500.00 or less in material) such as frayed wire and plug replacements. The Contractor shall be responsible for ensuring all electric panels are appropriately labeled. Any need for major repairs shall be reported to the Project Officer and

the work shall be accomplished as work orders are issued by the Project Officer. All electrical work shall be done in accordance with the National Electrical Code, incorporated herein by reference, and all other applicable laws and regulations. The Contractor shall at all times follow the proper lock out procedures when working with electrical systems.

2.1.5 Inspection, Maintenance, and Repair of Government-Owned Fire Alarm Systems and Sprinkler Systems

2.1.5.1 Fire Alarm Systems

The Contractor shall schedule and perform quarterly inspections on Government-owned fire alarm systems located at the EPA Cincinnati facilities (except Norwood and Kenwood). Inspections shall be performed during the first ten (10) work days of each quarter. All discrepancies, major or minor, shall be reported to the Project Officer. All minor repairs (requiring 4 hours or less), adjustments, etc. shall be made at the time of inspection. All major repairs, alterations, etc., shall be performed after notifying and obtaining approval of the Project Officer. Initial notification may be verbal with a written notification to follow. If applicable, the EPA Project Officer shall issue a Work order in accordance with Section 3 of this Statement of Work. All inspections and repairs shall be performed in accordance with NFPA guidelines and directives.

The inspections shall include, as a minimum, the following:

1. Complete visual inspection of all units and connectors.
2. Clean and lubricate all mechanical devices.
3. Check voltage supplies for proper voltage both at the power supply and sensor unit.
4. Check and adjust detector sensitivity.
5. Check emergency power systems for proper voltage.
6. Check control panels for proper voltages.
7. Perform system test on control panels and dialers.

NOTE: EPA Cincinnati currently uses a Simplex alarm system.

2.1.5.2 Sprinkler Systems

The Contractor shall schedule and perform inspections, testing and repairs on all sprinkler systems in the EPA

Cincinnati facilities (except Norwood and Kenwood). All minor repairs (requiring 4 hours or less), adjustments, etc. shall be made at the time of inspection. All major repairs, alterations, etc., shall be performed after notifying and obtaining approval of the Project Officer. Initial notification may be verbal with a written notification to follow. If applicable, the EPA Project Officer shall issue a work order in accordance with Section 3 of this Statement of Work. All inspections, testing and repairs shall be performed in accordance with NFPA 25th Edition, 1998 guidelines and directives.

2.1.6 Fire Extinguisher Inspections and Maintenance

The Contractor shall furnish all labor, materials, services, supplies, and shall perform all tasks necessary for and incident to:

1. Fire extinguisher inspection, recharging, repainting, and repair
2. Inspection and testing of dry chemical and CO2 fire suppression systems. (8 systems total: 5 AWBERC, 1 Cooling Tower, 1 T&E, 1 Center Hill).

2.1.6.1 Fire Extinguishers

The Contractor shall inspect all fire extinguishers during the first 10 calendar days of each month and shall perform all services such as, repairing, recharging, repainting, installing, removing, or relocating extinguishers as necessary to maintain the extinguishers in good operating condition. Inspection requirements are outlined in the National Fire Code, Volume 8, Chapter 10A-3, incorporated herein by reference. Scheduled inspection requests shall be prepared by the Contractor whenever inspections are required.

Upon contract award, the Project Officer shall provide a "Fire Extinguisher Check Sheet" and drawings showing locations and extinguisher station numbers to the Contractor for use in recording the services performed during each monthly inspection.

Defects found by the Contractor during regular inspections shall be recorded on the "Fire Extinguisher Check Sheet" and shall be repaired by the Contractor on the Government premises, if requiring 16 hours or less in labor and/or \$500 or less in materials. Repairs exceeding these levels shall be accomplished via a Work order as defined in Section 3 of this Statement of Work. Any extinguisher that must be taken from the Government premises for recharging, hydrostatic testing, etc., shall be promptly returned to stock after servicing has been completed. After inspection, the Contractor shall initial the inspection tag on each extinguisher which indicates the date and the initials of the inspector.

The Contractor shall hydrostatically test and recharge all fire extinguishers in accordance with the National Fire Code instructions. The Contractor shall maintain in stock sufficient fire extinguishers of all types to rotate units that must be removed from their stations in order to be recharged or tested. The Contractor shall ensure that

each station is stocked with the appropriate type or size extinguisher at all times. The Contractor shall also maintain a current computerized listing of extinguishers by size, type, manufacturer, and location. The Contractor shall maintain a current listing of all fire extinguishers and their status being maintained in stock as immediate replacements. The Contractor shall provide one annual inspection upon notification of the Project Officer, which will substitute for one monthly inspection. This inspection will meet the annual requirements set forth by National Fire Code, Volume 8.

The number and type of fire extinguishers to be maintained is given below. **Note that this number is subject to change as necessary to accommodate future requirements.**

The total number of fire extinguishers at the AWBERC, Full Containment Facility , and the Child Care Center buildings is 211:

ABC - 175
CO2 - 36

The total number of fire extinguishers at the Test & Evaluation Facility is 39:

ABC - 33
CO2 - 6

The total number of fire extinguishers at the Center Hill facility is 25:

ABC - 22
CO2 - 3

2.1.6.2 Dry Chemical CO2 Suppression Systems

The Contractor shall perform annual and semi-annual inspections and maintenance service on the fire suppression systems listed below and any other systems that may be added at a later date. Inspections of the systems shall be scheduled and accomplished by the Contractor in accordance with National Fire Protection Association (NFPA) requirements, incorporated herein by reference as National Fire Codes, Volume 7, Chapter 12.

The Contractor shall perform an annual inspection of all actuation components including remote manual pull stations, detectors, actuators, and all other mechanical or electrical devices for proper operation. The Contractor shall replace all fusible metal links to assure proper operation of the system. The type and location of systems covered in this Section are as follows:

AWBERC Facility:

1. Cafeteria Kitchen
4 burner fryer griddle / griddle - Class K DrySystem in accordance with NFPA 10th Edition, 2000
2. Dock Area
Chemical Storage Bldg. - PyroChem PCI-50 Dry System
3. Dock Area
Chemical Storage Bldg. - Ansul SPA-50 Dry System
4. Dock Area
Haz. Storage Bldg. - Ansul IND-X Dry System
5. Cooling Tower Area
Radioactive Storage Bldg. - Ansul SPA-50 Dry System

Center Hill Facility:

6. Chemical Storage Bldg. - PyroChem PCI-15 Dry System
7. Chemical Storage Bldg. - Ansul SPA-50 Dry System

T&E Facility:

8. Chemical S

Note that the type and number of systems are to change as necessary to accommodate future requirements.

2.1.7 Elevator Maintenance

The Contractor shall provide for maintenance and repair of elevators in the EPA AWBERC and T&E facilities. The Contractor shall be responsible for jointly scheduling with the EPA Project Officer a yearly elevator inspection to obtain an inspection certificate for each elevator. The EPA shall procure the services of an outside vendor for this service. The inspection certificate for each elevator shall kept on file in the Facilities Management and Services Division. There are **8** elevators located in the EPA Cincinnati Facilities as listed below:

Location: AWBERC Facility

QUANTITY	SERVICE	MAKE	TYPE	OPERATION	CAPACITY/	
					SPEED	OPENING
Four (4)	Weekly	Haughton Passenger	Gearless Var. Volt	Group Automatic	3000/600	9/9
One (1)	Weekly	Haughton	Geared	Selective	8000/300	11/11

		Freight	Var. Volt	Collective		
One (1)	Monthly	Haughton	Hydraulic	Selective	1000/50	Two- 1 front/1 rear
One (1)	Monthly	Dumb Waiter	Elect Gearless	Selective	500/50	3/3

Location: Test & Evaluation Facility

QUANTITY	SERVICE	MAKE	TYPE	OPERATION	CAPACITY/	
					SPEED	OPENING
One (1)	Twice Yearly	Savaria MN: V-1504P	Hydraulic	Selective	750/14ft/m	2/2

Full maintenance services are required during the hours of 8AM to 4:30PM, Monday thru Friday excluding holidays. The term Full Maintenance Services are those services furnished by elevator companies to the general public under monthly/annual service contracts.

A preventive maintenance checklist delineating the services performed shall be provided weekly to the Project Officer upon completion of the required services as specified.

2.1.7.1 Preventive Maintenance Services

The Contractor shall at a minimum perform the following services:

Regularly and systematically (every seven days) examine, adjust, and lubricate as required - and if conditions warrant repair or replace - the below listed elevator equipment for the passenger, freight, hydraulic and dumb waiter elevator(s):

MACHINE (traction), including worm and gear, thrust bearings and housing, drive sheave, drive sheave shaft bearings; brake including brake pulley, brake coil, brake contact, brake switch, linings and component parts.

MACHINE (hydraulic), pump unit including valves, gears, thrust, bearings, valve magnet coils, V-belts, seals and packing.

MOTOR AND MOTOR-GENERATOR, including auxiliary rotating systems (tachometer and regulator),

motor windings, rotating elements, commutator, brushes, brush holders, and bearings.

GOVERNOR, including governor sheave and shaft assembly, bearings, contacts, and jaws.

ALL IDLER SHEAVES, including deflector and secondary, car counterweight, and compensation, and related bearings, governor tension assemblies.

CONTROLLER COMPONENTS, including all relays, contactors, solid state components, resistors, condensers, transformers, capacitors, contacts, leads, mechanical or electrical timing devices, computer devices, related drive equipment.

SELECTOR COMPONENTS, including selector drive (tape, wire, or cable), leveling devices, and all mechanical and electrical drive components.

HOISTWAY LIMIT SWITCHES, slowdown switches, leveling switches and associated cams and vane.

GUIDE SHOES, including roller or replaceable liners.

BUFFERS, including spring or oil.

AUTOMATIC POWER OPERATED DOOR OPERATOR, door protective devices, door closure devices, relating cables, car and hoistway door hangers, car and hoistway door track, and car and hoistway door contacts/interlocks.

CAR FRAME, car safety mechanism, platform, and load weighing equipment.

FIXTURE contacts, buttons, key switches and locks, and lamps and sockets of the following devices: buttons stations (car and hall), hall lanterns, position indicators, direction indicators, master indicator and control panels.

HOIST CABLES, governor cables, compensating cables and compensating chains.

TRAVELING CABLES for elevator operation and car lighting.

Lubricants compounded to rigid specifications and selected and tested for the service conditions required.

Lubrications of guide rails (care and counterweight) except where the type of guides and/or safety devices require dry rails.

PERFORM ANNUAL NO-LOAD SAFETY TEST (traction) of the car, counterweight safeties,

governors and buffers in accordance with ANSI A.17 Safety Codes and local regulations. Perform annual no-load safety test (hydraulic) and cylinder leakage test (hydraulic) in accordance with ANSI A.17 Safety Codes and local regulations. Contractor shall submit a copy of the test results to the Project Officer.

The following items of equipment are not included: refinishing, replacing, or repairing of elevator car enclosures, car door panels, hoistway enclosures, hoistway door panels, frame and sills.

2.1.7.2 Emergency Elevator Services

The Contractor shall provide emergency elevator services 24 hours a day, 7 days a week. Examples of emergency elevator services include but are not limited to the following: (1) stalled elevator, (2) misalignment of doors, (3) trapped passengers and (4) breakdowns, etc. The Contractor will be contacted by the Project Officer when an emergency arises and shall be required to respond within 30 minutes from receipt of call.

2.1.8 Food Service Equipment Maintenance

The Contractor shall provide for maintenance and repair of all cafeteria food service equipment in the EPA AWBERC Facility. The type of equipment includes gas oven/ranges, refrigeration/freezers, walk-in freezers, dishwashers, disposals, hood ventilation systems and fire extinguishing systems. See Appendix B for a list of equipment included under this Section.

2.2 Alterations, Modifications and Repair of Buildings, Equipment, and Mechanical/Plumbing Systems

1. The work to be performed under this Section will range from minor repairs to more significant alterations and modifications. Examples of minor jobs include repair of room light switches, door closures, and clock outlets; unstopping of drains and repair of restroom fixtures; installation of telephone outlets; pouring of concrete pads for gas cylinders, etc. The more significant alteration and modification projects may include activities such as relocation of wall partitions and equipment; window replacement; modification of laboratory and office mechanical and electrical systems; replacement of flooring.

2. Some of the work orders issued under this contract will involve "construction" as defined in Section 2.101 of the Federal Acquisition Regulation (FAR). No construction work order shall exceed \$75,000, inclusive of all costs and associated fee. Any construction work order in excess of \$2,000 shall be subject to the labor standards requirements set forth in the clause "Labor Standards for Construction Work – Facilities Contracts" (FAR 52.222-17), which appears in Section I of the contract Schedule. Construction work orders shall also be subject to the requirements set forth in the clause "Additional Requirements Applicable to Construction", which appears in Section I of the contract Schedule. As noted therein, the Contractor must furnish payment protection, in the form of a payment bond or irrevocable letter of credit, prior to starting work under each construction work

order in excess of \$25,000. EPA anticipates that between 5 and 10 construction work orders per year will be in the \$25,000 - \$75,000 range.

3. The Government will task the Contractor under this Section via service calls or work orders, as described below in Section 3.

2.3 Maintenance of Facility Blueprints and Drawings

Utilizing an EPA provided computer, the Contractor shall provide AUTOCAD/drafting services for the following:

1. Update all laboratory casework and partition drawings whenever changes are made.
2. Update the fume hood and ductwork drawings as changes are made.
3. Provide drawings for all EPA area facilities as required.
4. Update 8-1/2 X 11, 11 X 17 and 24 X 36 inch line drawings of EPA Cincinnati facilities to reflect any modifications.
5. Provide and maintain drawings reflecting furniture, equipment, telecommunications cabling locations/layouts, plumbing and electrical changes.
6. As required, create new drawings, including stock diagrams, block plans, and schematic space layouts.
7. Scan facility related drawings into the workstation data base as required.
8. Maintain the workstation data base in such a manner that facility data can be shared and retrieved by the EPA Facilities Management staff.

These tasks must be performed in a timely manner, either on a continuous basis or immediately after changes are made. Service calls will be submitted by EPA for special requests for drawings or calculations from the CAD system. The Contractor shall provide and maintain the most current version of the AUTOCAD software.

2.4 EPA Water Systems

The Contractor shall be responsible for monitoring and maintaining the EPA Aquatic Rooms Water System and Deionized/Reverse Osmosis water systems as noted below.

2.4.1 Aquatic Rooms Water Systems

The Contractor shall maintain a daily log noting the following parameters: Total Dissolved Solids (TDS), Conductivity, Dissolved Oxygen, pH, UV irradiation check and system pumps maintenance. The Contractor shall be responsible for the replacement of CaCl₂ (Calcium Chloride), UV lamps and pumps as necessary to maintain the system.

2.4.2 Deionized/Reverse Osmosis System

The Contractor shall be responsible for changing the carbon tanks every 6 months. The Contractor shall monitor usage to determine when the UV lamps and deionized tanks are to be changed. These are changed on an as-needed basis as driven by building usage (typically changed 2 to 4 months per tank). The reverse osmosis membrane is changed once every five years.

2.5 Review of Proposed Changes to EPA Cincinnati Facilities

The Contractor shall review EPA projects which involve extensive new work or modifications to existing electrical, mechanical, or structural services/designs within EPA Cincinnati facilities as these will have an impact on current operations and maintenance activities. These review services shall include analysis of studies, reports, designs, and drawings of projects involving extensive electrical or mechanical work related to EPA facilities equipment. The types of projects may include: modifications and additions to the computer room, computer equipment electrical requirements, changes to the electrical/mechanical requirements of HVAC equipment, electrical distribution center design/modification and redesign of facility utility services, and major renovations and additions of office and laboratory space. The EPA Project Officer shall submit a work order when this type of service is required from the Contractor in accordance with Section 3 of this Statement of Work.

Written technical analysis of projects reviewed shall be provided to the Project Officer as outlined in the work order. The written analysis shall provide comments/recommendations relative to the project reviewed that will enhance EPA's understanding of the associated operations and maintenance issues.

2.6 Shop Services: Carpenter, Machine, Painting and Metalworking

The Contractor shall perform complete fabrication shop support services in the area of sheet-metal work, carpentry, machine work welding of all types, plumbing, heating, painting, electrical, refrigeration, and equipment controls. The main purpose of the shop will be to support the work that is being performed by the Contractor in the modification, alteration, repair and maintenance of facilities and equipment. The Contractor may also be required to fabricate small items of equipment. Requests for shop services shall also be generated via service calls and work orders as defined in Section 3.

2.7 Equipment/System Warranty Management

The Contractor shall manage warranty issues for equipment/systems installed in the EPA Cincinnati facilities until

such warranties expire. The warranty items shall be only for equipment/systems that are related to facility operation and support. For example, a smoke detector in the fire alarm system may be found defective during the warranty period. The Contractor at a minimum shall maintain data on the beginning and ending dates of the warranty period, items covered by the warranty, and all letters and documentation from the manufacturer regarding warranties. Upon request, the Contractor shall provide the Project Officer with a warranty detail report containing the above referenced data elements.

2.8 Engraving Services

The Contractor shall provide signage/nameplates as requested in service calls or work orders issued in accordance with the procedures established in Section 3. An engraving machine will be provided as Government-furnished property.

2.9 Snow Removal Service

The Contractor shall furnish labor, supervision, management, materials, supplies and equipment as specified under this contract for carrying out the following operations at the facilities set forth below.

1. AWBERC Facility (Including Day Care Area)
2. Center Hill
3. Test & Evaluation Facility

2.9.1 Clearing of Snow/Ice

Snow removal services shall be provided for the driveways, parking lots, sidewalks and plaza areas at the EPA facilities listed above.

Remove the snow from driveways, parking lots, sidewalks and plaza areas anytime there is more than a 1-inch accumulation of snow. Apply calcium to sidewalk and plaza areas each time after snow is removed. Also apply calcium to sidewalk and plaza areas anytime the weather condition would cause ice to form on these areas. Any outdoor steps shall be given first priority, followed in turn by sidewalks, driveways and parking lots. Salt or a mixture of salt and calcium shall be applied to parking lots and driveways.

All areas shall be clear and salt applied by 7:00 a.m. anytime that there is a snowfall or ice from the night or evening before. All areas shall be clear and salt applied by 3:00 p.m. anytime there is a snowfall or ice forms during the day. It is the Contractor's responsibility to monitor weather conditions as needed to ensure the above areas are maintained in a clear and safe condition.

2.10 Window Washing Services

The Contractor shall wash all windows at locations listed below:

1. AWBERC
2. Center Hill Facility
3. Test and Evaluation Facility
4. Research Containment Facility
5. Child Care Center

All interior and exterior window surfaces shall be washed. The Contractor shall coordinate the interior window washing of the Research Containment Facility with the Project Officer to gain clearance for access to the Facility. Washing shall be accomplished two times each year, the first week of spring and the first week of fall.

Services shall consist of a complete window cleaning and removal of all paints, sprays, dirt and foreign materials from all window surfaces, except paint on metal window frames. Windows shall be left free of all streaks, finger prints, lint and spots. Services shall not interfere with normal activities of the space wherein work under this contract is to be accomplished. Interior window work shall be scheduled to be performed one floor at a time to keep disruption to building occupants to a minimum.

2.11 Pest Control Services

The Contractor shall furnish labor, supervision, management, materials, supplies and equipment as specified under this contract for carrying out the following operations at the facilities set forth in this Statement Of Work, with the exception of the Norwood and Kenwood facilities.

The Contractor shall exterminate rodents and insects using only those pesticides which comply with the provisions of the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 135 et seq) as amended by the Public Law 92-516 (87 Stat. 973), and the regulations issued thereunder. All pesticides shall be applied by a licensed company working under an Integrated Pesticide Management Plan.

Instruction for treatment at the AWBERC facility:

1. Cafeteria: on ground floor, approximately 4,600 square feet and 3 vending areas approximately 100 square feet each - treat twice a month
2. Restrooms: total of 23 - treat monthly
3. Boiler room: approximately 24,000 square feet - treat monthly
4. Two inner chase ways which run from top to bottom of the building a length of 100 feet- treat monthly.

5. Two outer chase ways which run from top to bottom of the building a length of 80 feet and two outer chase ways which run from top to bottom of building a length of 160 feet- treat monthly
6. Three elevator pits approximately 150 square feet each - treat biannually
7. Compactor room approximately 250 square feet - treat twice a month
8. Treatment shall be done after 5:00 p.m. or on weekends.

Instruction for treatment at Center Hill Facility:

1. Treat Main and Kirby building once a month
2. Treatment shall only be done on a Friday between 3:00 p.m. and 12:00 midnight

Instruction for treatment at the T&E Facility

1. Treat whole building once a month.
2. Treatment shall be performed between 5:00 p.m. and 12:00 midnight weekdays.

Instruction for treatment at the Child Care Center is as follows:

1. Contractor shall perform a thorough inspection of premises to check for infestation.
2. Baiting materials shall be placed in inaccessible cracks and crevices and/or tamper proof containers. No chemicals shall be sprayed on the inside of the building.
3. A written report shall be provided with each service indicating findings and any treatment done, listing baits used and the location of placements.
4. The Contractor shall make arrangements with the Director of the Day Care Center for scheduling of required services.

2.11.1 Safety Precautions

Safety precautions: In order to safeguard both life and property, the Contractor shall adhere to the following:

1. Prior to initial use, a list of all pesticides to be used will be submitted to the Project Officer.
2. Treatment schedule shall be coordinated with the Project Officer on a monthly basis.

All containers holding pesticides shall be properly labeled with the name and strength of the chemical agent. Appropriate protective clothing and gear, consistent with the type pesticide being used, shall be worn during application. If poisoned baits are used, the EPA Project Officer shall be notified in advance of the dates and locations in which such baits will be present.

2.11.2 Treatment Reports

During the treatment periods, the Contractor will submit a monthly report to the EPA Project Officer of the work performed. The report shall recap the work that was performed during the month. The report shall be submitted by the fifth work day of the following month. Any format is acceptable.

It is the Contractor's responsibility to ensure that only approved chemicals are deployed in the performance of this work and that trained and licensed applicators are used in the performance of work under this Section. Material Safety Data (MSD) sheets on all chemicals used shall be provided to the Project Officer prior to any applications. Due to their extreme toxicity, some compounds have been deemed a hazard to the environment and will not be used in or around Federally-operated buildings.

2.12 Waste Removal, Recycling and Environmental Compliance

The Contractor shall provide suitable covered trash containers, with minimum capacities as indicated, for accumulation of solid waste at the following locations, and shall provide for the removal of the waste from these facilities:

Center Hill Facility 5995 Center Hill Road	one eight (8) cubic yard container
T&E Facility 1600 Gest Street	one eight (8) cubic yard container
Warehouse 11027 Kenwood Road Blue Ash, Ohio	one eight (8) cubic yard container
AWBERC Building 26 W. Martin Luther King Dr.	one forty-two (42) cubic yard container

An automatic stationary packer, Dempster 38-42 unit, furnished by the Government at the AWBERC facility, is in place on the paved area of the first basement level, loading dock area, northwest corner, adjacent to the deep well area, and is located under a disposal chute. The detachable compactor container shall be provided by the Contractor and shall be adaptable to the Dempster Packer Model 38-42.

The Contractor shall provide a special thirty (30) cubic yard roll-off container to be located at the AWBERC rear dock for collection of the following recyclable materials: plastic, glass and aluminum cans.

NOTE: Paper and battery recycling are handled under separate contracts and are not included in this Statement of Work.

2.12.1 Frequency of Waste and Recycling Removal

Pickup of the waste and recycling containers shall be performed on an as-needed basis. It shall be the Contractor's responsibility to monitor the trash and recycling material levels in the compactor/containers to ensure adequate space for disposal of refuse and recycled material.

2.12.2 Environmental Compliance

The Contractor is required to be environmentally responsible in performing its activities under this contract. The Contractor shall institute a waste management program to minimize the amount of materials being placed into the trash from contract activities and maximize recycling opportunities.

2.12.2.1 General Requirements

1. Within thirty (30) calendar days after contract award, the Contractor shall submit to the Project Officer a plan describing procedures which will be utilized to implement the recycling requirements of this contract. The plan shall also define the procedures required to ensure purchased materials are low in Volatile Organic Chemicals (VOC).
2. The Contractor shall maintain the facility HVAC systems (excluding Norwood and Kenwood) in accordance with ASHRAE 2-1989 (or the latest version), incorporated herein by reference, to ensure compliance with recognized standards for indoor air quality.
3. The Contractor shall submit a monthly report to the Project Officer which states the dates of pickup and weights and types of materials recycled during that period. The Contractor shall credit to the Government's invoice any monies recovered by the selling of recycled materials and provide all documentation necessary to substantiate such a credit.
4. The Contractor shall recycle materials utilized in contract performance to the maximum extent possible, including used batteries, cardboard and mercury lamps / fluorescent tubes. Batteries and cardboard can be recycled through the EPA by using designated containers throughout the AWBERC building. For recycling of mercury and fluorescent lamp tubes, the Contractor shall make arrangements with an appropriate vendor.
5. The Contractor shall reclaim and properly dispose of refrigerant and used oil. The Contractor shall keep a record of the times and costs incurred for the disposal of these items.
6. The Contractor shall ensure that re-blended paint is used to a maximum extent in all in-house remodeling projects pertaining to offices, conference rooms and general public areas. Re-blended paint shall not be used in laboratories. Exceptions to the usage of re-blended paint shall be approved by the

Project Officer.

7. The Contractor shall not utilize outdoor power equipment whenever a smog alert is in effect for the Greater Cincinnati area. Exceptions apply to emergency situations and when directed by the EPA Project Officer to proceed.

2.13 Roadway/Surface Parking Lot Maintenance

The Contractor shall maintain roadways and surface parking lots for the AWBERC Facility (includes Day Care Center and Full Containment Facility), Center Hill Facility, and Test and Evaluation Facility. The maintenance of these areas shall include any required re-striping of these areas to control vehicular traffic.

The Contractor shall provide all necessary labor, equipment, and materials to provide for any minor repairs to the surfaces of roadways, parking lots, and sidewalks. Repair considerations include, but not limited to, pot hole repair, repair and sealing of pavement and concrete cracks, and curb repairs. The Contractor shall utilize environmentally friendly materials whenever possible in accomplishment of any repairs. These repairs will be on an as needed basis as directed by the EPA Project Officer via a work order in accordance with Section 3 of this Statement of Work.

2.13.1 Surface Estimates

1. AWBERC Facility (includes Day Care Center and Full Containment Facility): 300,000 sq. ft.
2. Center Hill Facility: 30,000 sq. ft.
3. Test & Evaluation Facility: 7,500 sq. ft.

2.14 HEPA Hood Recertifications

The Contractor shall be responsible for the annual check and recertification of all hoods containing HEPA filters. Hoods shall be certified by an authorized HEPA hood certification company. Note: Certification does not occur all at once but at various times throughout the year as hoods are taken in and out of service at different times throughout the year. EPA Cincinnati currently has 36 HEPA Hoods and 7 isolators.

Maintenance for the HEPA filter hoods is scheduled by the Contractor in coordination with the program Laboratory personnel. The Contractor shall be responsible for adjusting dampers/fans to obtain the required airflow that allows the proper hood face velocity required for certification. The Contractor shall not perform any HEPA filter hood repairs or purchase new HEPA filters, as these activities will be accomplished by the cognizant EPA laboratory program under separate contract.

2.15 Pathogenic Suite

The Contractor shall have limited response responsibility for the AWBERC Pathogenic Suite area. The only routine maintenance activity to be performed in this area is the monthly maintenance of the exhaust system. Dates for this maintenance shall be established jointly between the EPA Project Officer, Contractor, and Chairperson of the Pathogenic Suite Committee. All other operations and maintenance activities will be handled on an as-requested basis by the Chairperson of the Pathogenic Suite Committee. Such requests will be processed through the EPA Project Officer prior to submission to the Contractor. In the event of an operations emergency, the Contractor shall not enter the Pathogenic Suite until cleared to do so by the Office of Administration and Resources Management Safety Officer.

NOTE: EPA laboratory personnel will conduct the necessary maintenance and testing regarding eyewash stations in the Pathogenic Suite.

3. Service Calls and Work Orders

The Contractor shall accept calls from facility occupants that report any type of facility problem, i.e. temperature is too hot or cold, water leaks, lights out, burning odor, overflowing toilet, etc. The Contractor shall notify the appropriate personnel of the problem for resolution. All information shall be entered into the service call tracking system, which utilizes Government-owned REMEDY software.

Any EPA employee may contact the Contractor for minor repairs requiring 16 hours of time or less in labor and/or \$500.00 or less in materials. The Contractor shall complete a service call form stating the work to be accomplished, where it is located, and the EPA employee's name. The Contractor shall accept service calls only from EPA employees (not Contractors). The service call requests shall be numbered in sequence. Work performed on service calls shall be completed within 3 work days after receipt of request. The time required to accomplish the job and the materials used shall be recorded on the service call work request form and a copy forwarded to the EPA Project Officer or his/her authorized representative within 5 calendar days after completion of work. The Contractor shall maintain a computerized list of labor hours and material costs expended by each EPA Program, (i.e. OARM, NRMRL, NERL, etc.), on service calls. This information shall be provided to the Project Officer on request, but not less than once each month, summarizing by EPA Program the previous month's activities. If the Contractor is required to perform an emergency job outside the normal duty hours, the completed work shall be reported to the Project Officer on the next work day so that a work order can be prepared if necessary.

3.1 Work Requests, Work Plans, and Work Orders

The work under this Section involves tasks that require more than 16 hours of labor and/or exceed \$500 in materials. These tasks will be originated by building occupants via a Government operated/owned "Work Request System" and shall be reviewed and approved by the EPA Project Officer prior to Contractor receipt of request. The Contractor shall provide a work plan in response to each work request. The Contractor shall provide capabilities for planning, estimating and performing all types of work requests, including complex

electrical, mechanical and structural work. The Contractor's work plan will provide specifications and drawings where necessary, and estimate the hours, materials and costs needed to perform the work. All work requests shall be planned and estimated on a first-in, first-out basis unless otherwise prioritized by the Project Officer. The Project Officer shall be notified in writing if lack of program information precludes planning completion. The Contractor's work plan shall be electronically submitted to the Project Officer and, if the work involves construction activity, the Contracting Officer. During the Government review, the Project Officer will determine if materials that are non-stock items will be purchased by the Contractor or provided by the originator (Program).

Government approval of the work plan will be accomplished by issuance of a work order by the Project Officer to the Contractor, unless the required work falls within the definition of construction (see Section 2.2 above). All construction work orders shall be approved by the Contracting Officer. If a construction work order exceeds \$25,000, the Contractor must furnish to the Contracting Officer payment protection in the form of a payment bond or irrevocable letter of credit prior to starting work (see Section 2.2 above).

After receipt of an approved work order, the Contractor shall schedule the work in the order in which the work order approval was received, unless otherwise prioritized by the Project Officer. After a work order is issued, no changes will be made to the work to be accomplished without prior approval of the Project Officer (or Contracting Officer, in the case of a construction work order). All work accomplished by the Contractor will be inspected by the Government during the work order performance period and after completion of the work. At the completion of the work order, the completed work order file with total labor hours and a list of materials used shall be provided to the Project Officer.

4. Customer Service Requirements

4.1 Service Calls

The Contractor shall at all times maintain a positive attitude about customer service. During the normal duty hours of 7:00a.m. to 3:30p.m., the Contractor shall have staff on-hand available to answer calls placed to a pre-existing "Trouble Desk" telephone number. This number is available for building occupants to report facility problems to the Contractor. The phone shall always be answered before the fourth ring during these hours. The phone attendant shall identify himself/herself as a Contractor for the EPA and shall take all the information necessary for the service person to resolve the problem. The Contractor employee taking the call shall contact the appropriate service call person and assign the problem along with a service call number. A status is recorded as to the disposition of the service call (completed, turned over to a journeyman, or open). A follow up call will be made the next day to the person reporting the problem to confirm the status. The Contractor shall ensure that the customer is satisfied with the job before it is closed out. In addition, the journeyman will also leave a written notification in the area where the job was completed informing the customer of the job completion at the site. If the job is expected to exceed the service call threshold identified in Section 3 above, a work order shall be generated by the Project Officer in accordance with Section 3.1 above.

After-hours, weekend and holidays service or emergency calls will be answered by the boiler tender and recorded on the boiler room log. The boiler tender will be responsible for immediately calling the service person on call in the event of an emergency. If the call is not an emergency, the boiler tender shall notify the appropriate service call person promptly at the start of the next business day. A follow-up with the customer shall be done by the person doing the work to make sure the problem is corrected before the job is closed out.

4.2 Work Orders

Within five (5) calendar days after receipt of work order approval, the Contractor shall notify the requesting customer by e-mail of the Contractor's receipt of the work order. The electronic notification shall indicate the estimated start and completion dates as well as a person to contact in the event of any questions. Should any changes to the schedule occur throughout the waiting period prior to the start date the customer shall be notified immediately by e-mail. One week before the work will start, a second e-mail shall be sent to the customer, advising of the date that work is expected to begin. Once the job has been completed a final e-mail shall be sent to the customer. This last notification shall request the customer to inspect the final product to make sure that it has been completed to their satisfaction, and to reply by return e-mail. The work order shall not be closed until this notification has been sent and a completely satisfactory reply has been received. Copies of all e-mails mentioned above shall be forwarded to the Project Officer.

Work orders shall be closed on a weekly basis (Fridays) in order for the Government to monitor customer service. Work under all work orders shall begin not later than four weeks after issuance of the work order. If a backlog of orders is foreseeable, the Contractor shall notify the Project Officer immediately. The Project Officer will assist in prioritizing the work orders or will authorize overtime usage if appropriate.

5. Deliverables Required by Statement of Work

<u>Deliverable</u>	<u>#Days After Contract Award</u>
Computerized Inventory Control Procedure (SOW 1.3)	15 calendar days
Supply Procedures Manual (SOW 1.3)	15 calendar days
Organizational Safety Manual (SOW 1.4)	15 calendar days
Comprehensive Electrical Service Maint. Schedule (SOW 2.1.3)	30 work days
Recycling Plan (SOW 2.12.2.1)	30 calendar days

6. Reports

The table in Appendix A summarizes the reports to be generated by the Contractor during the period of the contract (also see Attachment 4, Reports of Work). Appendix A also specifies the party responsible for approval and/or who should receive a copy of the report. The Contractor shall submit these reports in an electronic format whenever possible. Hard copies are acceptable in the event that electronic copy is not feasible or proper signature is required.

7. Annex

EPA Cincinnati anticipates the construction of a three story, 20,000 square-foot annex to be connected to the AWBERC facility. Construction is scheduled to begin during the Base Period of this contract and be completed sometime during Option Period I. During the construction phase, it is anticipated that work orders will be issued requiring Contractor assessment of various HVAC, electrical, and structural issues which will impact the future operation and maintenance of the annex. It is also anticipated that a work order will be issued requiring the Contractor to document the annex construction by taking photos with a Contractor-provided digital camera. These photos will serve as reference materials which will facilitate the performance of operations and maintenance activities associated with the annex.

Upon construction completion, the annex will be a part of the AWBERC facility, and will therefore be within the Contractor's operation and maintenance responsibilities under this contract. The annex will not contain laboratory space. It will consist of general administrative support (office) type space and will be served by the existing central plant located in the AWBERC boiler room. Specific operations and maintenance requirements for the annex will be incorporated into the contract by way of a contract modification.

Attachments: Appendix A – Reports Summary
Appendix B – List of Cafeteria Equipment

5. The following is a record of the Preproposal Conference:

RECORD OF PREPROPOSAL CONFERENCE

RFP PR-CI-02-10653

SEPTEMBER 16, 2002

I. CONTRACTUAL ISSUES

The following issues were addressed by the Cincinnati Procurement Operations Division representatives, Billy Oden, Contracting Officer and Bill Wise, Team Leader:

- An amendment to the RFP will be issued to provide a written record of today's conference. The amendment will be posted to the EPA website.

- Remarks and explanations made at today's conference will not qualify the terms of the RFP.
- The terms of the RFP remain unchanged unless the RFP is amended in writing.
- The closing date and time for receipt of proposals is October 7, 2002 at 3:00 P.M. EDT.
- Separate technical and cost proposals are required. All proposals shall be submitted to the Cincinnati Procurement Operations Division. See the section L provision, Submission of Proposals, for the mailing address and the address for hand-carried delivery, which is different from the mailing address.
- For proposal submission provide an original and 5 copies of each proposal. See section L provision, Submission of Proposals.
- The acquisition has been set-aside, 100%, for competition among 8(a) firms.
- The contract type will be cost-plus-fixed-fee, term form, where a specific level of effort will be required for a specific period of time. The proposed fixed fee shall not exceed 10% of the total estimated cost excluding fee.
- The work is defined in the Statement of Work in terms of requirements for a Preventive Maintenance Program. Additionally, work will be defined in service call requirements and work order requirements.
- The base term of the contract shall be 12/01/02 through 11/30/03. EPA will have options to extend the term of the contract by up to 4 additional years.
- The base level of effort is 24 person years. EPA will have the option to increase level of effort in each performance period up to a specified amount of direct labor hours for specific labor categories.
- The technical proposal must be structured so as to conform to the technical evaluation criteria, i.e., Section 1 of the technical proposal must address criterion 1, Section 2 of the technical proposal must address criterion 2, etc.
- The technical proposal shall include commitment letters from proposed key personnel confirming their intent to fulfill the position requirements for at least the base period of the contract.
- If some of the level of effort will be allocated to subcontractors the technical proposal must include allocation charts for each period, broken down by base LOE and optional LOE, and for the aggregate. The charts are to indicate the exact allocation among the prime contractor and the subcontractors.
- Attachment 10 gives detailed instructions for the preparation of your cost proposal. These instructions apply to the prime contractor and to all proposed subcontractors.

- All pages of the technical proposal and the cost proposal shall be numbered.
- Complete cost details shall be provided to support all proposed costs.
- The cost proposal shall clearly indicate how many hours in each person year are direct, productive working hours. This applies to subcontractors, also.
- The cost proposal must include the RFP-specified amounts for other direct costs.
- The cost proposal must price the overtime hours shown in Attachment 10. The proposal must indicate whether the overtime compensation has been developed at a time and a half rate or at a straight time rate.
- Like the technical proposal, the cost proposal must include allocation charts showing how the LOE has been allocated among the prime contractor and all subcontractors. Additionally, the cost proposal must show how the specified ODC has been allocated among the prime contractor and all subcontractors.
- Consistent with the provision at FAR 52.215-1, the Government intends to evaluate proposals and award a contract without discussions with offerors (except communications conducted for the purpose of minor clarification.). Therefore, each initial offer should contain the offeror's best terms.
- It was noted that if the proposed indirect rates are lower than the offeror's current approved forward pricing rates or current approved provisional billing rates, the Government shall assume that these are ceiling rates and they shall be incorporated into any resulting contract as such if the award is made upon initial proposals. If there is any objection to this, an explanation for the approach taken must be included in the narrative section of your proposal. See Attachment 10, Development of Cost Proposal, paragraph (i).

II. OVERVIEW OF STATEMENT OF WORK REQUIREMENTS

The following was addressed by the OARM/Facilities Management and Services Division representatives, Rick Koch, Director, Evelyn Toro, Project Officer and Chris Hutcherson, Alternate Project Officer:

Mr. Koch addressed the general state of the facilities by expressing that they are aging, thus, ongoing maintenance and repair of the buildings is high priority. Therefore, the contractor will be required to develop a thorough preventive maintenance program to insure that the building's systems are maintained in good working order.

6. Responses are provided to the following questions which have been received from potential offerors:

Question 1 - Why is it required that the Program Manager have a mechanical engineering degree?

Response - The boiler operations are at the heart of the O&M contract, and EPA has always felt that a Mechanical Engineer would have a better understanding of these operations as well as the various HVAC issues associated with running a laboratory like AWBERC.

Question 2 - Can experience in operations and maintenance employment be substituted for degree requirements.

Response - No. Where a specific degree is described under a labor category, that is a required element.

Question 3 - Attachment 10, Development of Cost Proposal has a requirement for person-years and a requirement for level of effort hours. How are the level of effort hours to be used in relation to the person-years?

Response - The person-years associated with each labor class represent the base level of effort that the EPA requires in each respective period of performance (see clause B.5, "Staffing Requirements", as revised above). The primary purpose of the optional level of effort is to handle unanticipated surges in the Program's requirements. Pursuant to clause H.6, Option for Increased Quantity - Cost-Type Contract, the Government may issue a maximum of 20 orders to increase the level of effort in multiples of 875 hours during any given period. If additional LOE above the base LOE is required during any contract performance period, the EPA may issue a contract modification to add LOE. The smallest unit of LOE hours that can be added is 875 hours. The EPA can add a maximum of 20 multiples of LOE hours (875 hours per multiple) in any contract performance period.

Question 4 - Does the inventory of Government Furnished Property, Attachment 5, reflect what will be turned over to the contractor?

Response - The inventory of Government Furnished Property is updated annually, on September 30. The current annual reported Government Furnished Property inventory will be incorporated into the contract.

Question 5 - Does EPA currently have a Preventive Maintenance Program? Will the Preventive Maintenance Program reports be shared with the contractor?

Response - The existing PM program was developed, and is administered, by the current O&M contractor. Section 2.1.1 of the Statement of Work for the new O&M contract requires the contractor to develop, implement, and administer a computerized comprehensive preventive maintenance program for EPA facilities and equipment. If the contract is awarded to a new contractor, data from the current contractor's preventive maintenance program will be provided to the new contractor during the phase-in period. It is also noted that examples of selected PM reports were included in Attachment 14 of the RFP.

Question 6 - Will the construction work orders include work such as planned unit replacements, or additions and alterations?

Response - Construction work orders can include planned unit replacements, or additions and alterations. The Davis-Bacon Act will apply to all construction work orders over \$2,000. The Government will modify the contract to incorporate the current Davis-Bacon wage determination at the time a construction work order is issued.

Question 7 - The Fire Alarm Mechanic is not shown in the Collective Bargaining Agreement (CBA); is it covered by the CBA? Likewise, for three other positions, Drafter IV, Secretary III and Order Clerk II; are these covered by the CBA?

Response - The labor classification for Fire Alarm Mechanic is Electrician/Fire Alarm Mechanic, therefore, it is identified under the CBA as Electrician. The labor classifications Drafter IV, Secretary III and Order Clerk II, are not covered under the CBA. These are considered administrative type positions. The CBA covers craft type positions. However, all four of these positions, Electrician/Fire Alarm Mechanic, Drafter IV, Secretary III and Order Clerk II, are covered by the Department of Labor wage determination. If the wage rates displayed in the wage determination are higher than the CBA rates, the wage determination rates prevail.

Question 8 - Does the Government provide LAN and internet access? How is the LAN connection handled? Will the contractor be provided internet access?

Response - The contractor has limited access to the EPA LAN for the use of email and REMEDY (EPA software utilized for service calls). It is the Contractor's responsibility to provide its own internet service provider. See the Response to Question 30 also.

Question 9 - What is the meaning of "bailee for hire" as expressed in clause H.23, "Access to Government Facilities, Services and Space"?

Response - "Bailee for hire" means a hired person (contractor) who has been provided facilities/property by the owner (EPA) to use for a specific purpose while that relationship continues. In the context of the clause, it means that the EPA transfers certain facilities to the contractor during the period of contract performance for a specific purpose but without the permanent transference of ownership, and the contractor has the obligation to care for those facilities.

Question 10 - Under Attachment 10, Development of Cost Proposal, paragraph (j), Other Direct Costs, "Vehicle Costs" is assigned \$5,000, does this amount include the lease of vehicles?

Response - This amount is not intended to cover the lease of vehicles. This amount is projected to cover oil, gas, maintenance and mileage. If the offeror anticipates any vehicle lease costs, they should be proposed over and above the specified ODCs, and a narrative should be provided which clearly explains what the additional costs are for.

Question 11 - Are uniform costs, computer costs, licenses and permits included in the RFP-specified ODCs?

Response - Items such as uniform costs, computer costs, licenses and permits are not included in the RFP-specified ODCs and should be proposed over and above the RFP-specified ODCs. A narrative should be provided which clearly explains what the additional costs are for.

Question 12 - Will the Government replace Government Furnished Property when it becomes obsolete or no longer usable?

Response - Clause G.8, "Replacement of Government Furnished Property", explains under what circumstances Government Furnished Property is to be replaced when it reaches the end of its useful life or when it becomes beyond economical repair. The contractor is required to replace any GFP that reaches the end of its useful life during the contract period, or which is beyond economical repair, if the property is still needed for contract performance. Such replacements shall be made with contractor-furnished equipment. The contractor is not required to maintain the same inventory as initially provided in Attachment 5. The contractor is expressly prohibited from acquiring equipment items for the Government unless specifically authorized by the contract or consent has been obtained in writing from the Contracting Officer.

Question 13 - Under a cost-plus-fixed fee (CPFF) type contract the Government is not obligated to order a specific amount of level-of-effort (LOE). How should offerors know how much of the RFP-specified LOE will be ordered by the Government?

Response - See clause B.5, "Staffing Requirements", as revised above.

Question 14 - The RFP states there will be a transition period of one week; is this sufficient phase-in time if a new contractor receives the award?

Response - The Technical Evaluation Criteria require each offeror to present a start-up plan. The Technical Proposal Instructions explain that the start-up plan shall present the offeror's procedures for ensuring that the contractor is fully operational and the contract is fully staffed with qualified personnel within one week after the effective date of the contract. The EPA can order phase-in/phase-out services from the incumbent contractor if needed to effect a smooth transition in the event a new contractor receives the contract award.

Question 15 - Do we have access to the employees of the existing contract?

Response - The EPA does not maintain information about the incumbent contractor's employees. Further, the EPA cannot assist potential offerors in their efforts to contact the incumbent contractor's employees. However, potential offerors are not precluded from discreetly contacting the incumbent contractor's employees.

Question 16 - Clause H. 28, "Minimum Requirements for Labor Categories", states that the Program Manager must have at least a B.S. degree in Mechanical Engineering; since

the contract includes a large amount of electrical equipment, can someone with a B.S. degree in Electrical Engineering be the Program Manager?

Response - See Response to Question 1.

Question 17 - Does the EPA have an existing computerized maintenance management system (CMMS)? If so, what is the software name and version number?

Response -See Response to Question 5.

Question 18 - The Technical Evaluation Criteria indicate 500 points will be awarded for past performance on contracts and subcontracts "similar in scope, magnitude, and complexity to that covered by this solicitation". Will bidder receive lower ratings/score if they demonstrate experience in managing contracts similar in magnitude and complexity, but different in scope (i.e.; not Operations and Maintenance)?

Response - That is a possibility based on the terms of the RFP.

Question 19 - What about \$5,000 for vehicles, can 3 vehicles be leased for that?

Response - If the reference is to Attachment 10, Development of Cost Proposal, paragraph (j), Other Direct Costs, where \$5,000 has been allotted for "Vehicle Costs", this amount is intended to cover oil, gas, maintenance and mileage. This amount is not intended to cover the lease of vehicles. See response to Question 10.

Question 20 - Reference provision L.8 and Attachment 9 section (d), Criterion 4. Please define "contract start", "start-up" periods. What access will an offeror other than the incumbent have in the month of November to observe the work prior to assuming full responsibility and having 1 week to satisfy the Government?

Response - Contract start refers to the effective date of the contract. Start-up period refers to the 1-week period following the effective date of the contract, during which the contractor will become fully operational and the contract fully staffed. See also the Response to Question 14 regarding "phase-in/phase-out" services.

Question 21 - Reference provision L.16(b)(1)(i), provision L16.(b)(1)(ii) and Attachment 10 sections (a-f and j). Does the information required by Attachment 10 sections (a-h & j) satisfy the requirement of L.16(b)(1)(i)? Does EPA believe that the contract contains the "Fixed Rates for Services" clause? If so, what section of the RFP cites the clause?

Response - RFP provision L.16 (b)(1)(ii) states: "If the contract schedule includes a "Fixed Rates for Services" clause, please provide in your cost proposal a schedule duplicating the format in the clause and include your proposed fixed hourly rates per labor category for the base and any optional contract periods." The RFP does not contain the "Fixed Rates for Services" clause.

Question 22 - Reference provision L.16(b)(2)(iv). What information does EPA want/require in this section? Is this where you want to see that we know what the subcontracted services are?

Response - The referenced section L paragraph concerns subcontracting of any of the RFP-specified level of effort (i.e., person-years or direct labor hours). See paragraph (f) of Attachment 10 for relevant cost proposal instructions.

Question 23 - Reference provision L.16(b)(2)(iv) and Attachment 8, item 4. When will EPA identify an all-inclusive list of the historically subcontracted services? When will EPA identify an all-inclusive list of historically subcontracted service providers?

Response - For a listing of typically subcontracted services see Attachment 10, Development of Cost Proposal, paragraph (j), Other Direct Costs, under the Subcontractors I category. The EPA does not maintain a list of historically subcontracted service providers.

Question 24 - Reference provisions L.9(b) and M.3, and Attachment 8, Page 8-2 of 2, Criterion 1. Will EPA evaluate past performance of major subcontractors?

Response - See provision L.9, "Past Performance Information", which requests that offerors provide past performance information for any proposed subcontractor for subcontracts expected to exceed \$500,000. The information required for these proposed subcontractors is the same information required for prime contractors. Subcontractor past performance information will be evaluated against the Technical Evaluation Criteria described in Attachment 8.

Question 25 - Reference clause B.1 and Attachment 10(c), (e) and (j). Also see Modification 5 to Contract 68-C-98-005. Will the EPA modify the level of effort hours specified in Optional LOE (pg 10-5 of 7) to reflect the minimum hours of this procurement? If not, can offerors expect a similar modification shortly after contract award?

Response - See Responses to Question 3 and Question 13.

Question 26 - Reference Attachment 10, Page 10-2 of 7, paragraph (a). Is a break-out of base fee and award fee pool required? Is the proposed award fee pool considered in total evaluated price?

Response - The awarded contract will be cost-plus-fixed fee. Therefore, no award fee or base fee will be considered. The proposed fixed fee will be evaluated as part of the offeror's total price.

Question 27 - Reference Attachment 10, Page 10-6 of 7. Is the specified ODC amount for "Vehicle Costs" sufficient to lease three vehicles? Does it match historical spending?

Response - See the Response to Question 19.

Question 28 - Reference Attachment 13, CBA Article 11. Are the Drafter IV and/or the Order Clerk II positions part of the collective bargaining unit? If so, have rates been negotiated?

Response - See Response to Question 7.

Question 29 - Reference Attachment 13, CBA Article 11(a). What is the existing "spreadsheet procedure"?

Response - There is no CBA Article 11(a). If the intended reference is to CBA Article 12, this refers to the difference in the cost of the company's health and welfare plan and the Schedule B required amounts. The spreadsheet procedure is simply the mechanism used to calculate the amount of excess health insurance money owed to each employee.

Question 30 - During the preproposal conference it was stated that the contractor is on a separate LAN external to the EPA LAN; is the LAN that the contractor is connected to behind a secure firewall? If so, can the contractor access it from outside the EPA LAN system?

Response - See Response to Question 8. The EPA LAN is not behind a secure firewall.

Question 31 - Is the current contractor, DCT, eligible to bid on this contract?

Response - Yes.

Question 32 - Clause H.20 requires the contractor to provide vehicles. Please clarify the number and types of vehicles to be provided. In addition, please confirm that the cost of procuring these vehicles is reimbursable under the ODC line item. If not, where does the EPA expect the contractor to account for the reimbursable costs of the vehicles?

Response - It is the contractor's decision to determine the types and quantity of vehicles it will provide to transport its workers, worker's tools, equipment and supplies to perform the required work under the contract. The Government will not reimburse the contractor for the costs to purchase vehicles. Pursuant to section 31.205-46(f) of the Federal Acquisition Regulations (FAR) costs of contractor-owned or -leased automobiles include the costs of lease, operation (including personnel), maintenance, depreciation, insurance, etc. These costs are allowable, if reasonable, to the extent that the automobiles are used for company business. That portion of the cost of company-furnished automobiles that relates to personal use by employees (including transportation to and from work) is compensation for personal services and is unallowable. The allowable portion of the costs can be charged as an other direct cost if the costs can be identified with the final cost objective, i.e., the performance of requirements under the contract. As noted the Response to Question 10, vehicle lease costs are not included in the RFP-specified ODCs. Such costs shall be proposed over and above the RFP-specified ODCs.

Question 33 - Please define what you mean by the term "bailee for hire" used in clause H.23.

Response - See the Response to Question 9.

Question 34 - Are the costs associated with performing employee background checks, obtaining licenses and permits, employee uniforms and Personal Protective Equipment to be charged as Direct Costs to the contract? If not an ODC, under what line item in the proposal does EPA want these costs to be charged?

Response - See the Response to Question 11. This would include items such as employee background checks and Personal Protective Equipment, assuming such costs are not recovered through an indirect cost rate.

Question 35 - Under the "Other Direct Costs" table in Attachment 10, the dollar amounts for Subcontractors I and II appear to be "plugged" numbers. Are these numbers to be used for bidding purposes or should bids be solicited from subcontractors and included in the cost proposal?

Response - See Attachment 10, Development of Cost Proposal, paragraph (g) which states that for each contract period, your proposal should include the amounts for Other Direct Costs which are stipulated in paragraph (j).

Question 36 - Several paragraphs and clauses in the contract contain statements that require the contractor to provide all tools, vehicles, equipment, supplies, etc. for performance of the contract. For example, the fourth paragraph under section 1 on page 1-5 of 29 in the Statement of Work and paragraph 1.2 on page 1-6 of 29 of the Statement of Work. We believe that costs related to these items are reimbursable under the ODC line item. If not, under what line item in the proposal does EPA want these costs to be charged?

Response - See Attachment 10, Development of Cost Proposal, paragraphs (g) and (j). Materials, Subcontractors I, Subcontractors II, Office Supplies, Vehicle Costs, Software and Training have ODC amounts specifically identified. For items that the offeror treats as an ODC over and above these items, a narrative explanation of the costs shall be provided in the proposal.

Question 37 - The format specified in provision L.16 for "Development of Cost Proposal" on page L-10 of 14 of the solicitation is different than the format specified in Attachment 10. Please confirm the cost proposal format including headings for the cost summary categories.

Response - Solicitation provision L.16(b)(1) states that the cost or pricing information should be submitted in accordance with Attachment 10, Development of Cost Proposal. Attachment 10, paragraph (b) prescribes the format for the submission of prime contractor and subcontractor data.

Question 38 - Under paragraph H.23 of the RFP, the Government provided services, spaces, etc. are discussed. Access to the Internet and LAN are not mentioned. Will the Government provide the contractor access to these services?

Response - See the Response to Question 30.

Question 39 - Can EPA provide the equipment specifications for the HVAC equipment (boilers/chillers) in the AWBERC boiler room?

Response - 3 Chillers (2 York-1800 ton Model: 4KRERCJ4-DFC, 1 McQuay-600 ton Model: PEH087-3333), 3 Boilers (2 Trane-Murray w/Coen Burners 45,000 lbs./hr., 1 Johnston 8000 lbs./hr. Model: PFTA250-4LG150S).

Question 40 - What is the purpose of the emergency generator?

Response - The emergency generator only provides emergency backup power for certain designated systems in the AWBERC facility. It does not provide backup power for the entire facility. Specifically, it provides power for one outlet in each lab, AC Unit #2, 1 Boiler, 1 Chiller, Exhaust fans for AC2 and lighting for the building.

Question 41 - What is the purpose of the boiler that is currently operating?

Response - It is used for steam and to provide hot water for the cafeteria, animal bottle washer and cage washers, autoclaves and kill tank. There is also an instantaneous water heater in the penthouse with booster pumps.

Question 42 - Is there a reheat system for the domestic hot water?

Response - No, it recirculates.

Question 43 - Are the interior walls of the building made of concrete block?

Response - Some are concrete block and some are drywall.

Question 44 - What types of hoods are in the Pathogenic Suite?

Response - There are biosafety cabinets, 100% exhausted hoods, and one chemical fume hood.

Question 45 - How do building occupants request service for minor issues? Who do they call?

Response - They contact the contractor-operated trouble desk number as specified in the Statement of Work.

Question 46 - Who maintains the computer room UPS?

Response – Maintenance of the computer room UPS is not included within the scope of the O&M contract. However, the Leibert AC units in the computer room are included within the scope of the O&M contract.

Question 47 – Does the EPA have any backup Leibert units?

Response – No, but the EPA does have some extra parts.

Question 48 – Is construction part of the current DCT contract?

Response – No.

Question 49 – Is it the contractor's responsibility to maintain the Klaxon horn located on the roof?

Response – No, Civil Defense maintains the horn.

Question 50 – Who performs chemical treatment and for what equipment is this needed?

Response – The O&M contractor has responsibility for the daily chemical treatment of the boilers and the cooling towers. The boilers and the cooling towers located to the East of the facility receive daily treatment. The roof cooling towers are treated on an as-needed basis. Twice a month the chemical levels and treatment efficiency are checked for the boilers by a subcontractor to the O&M contractor.

Question 51 – Is the contractor responsible for AWBERC roof repairs?

Response – No. The roof is under a warranty provided by the installing contractor. The warranty documents are held by the EPA. Repairs to the roof will be made under a separate contract.

Question 52 – What is the square footage of the Annex?

Response – See section 7 of the Statement of Work. The EPA anticipates that the Annex will be 20,000 square feet.

Question 53 – Is grounds maintenance part of the O&M contract?

Response – No.

Question 54 – What level of service is required for parking lot maintenance?

Response – The contractor's maintenance responsibility will be limited to minor pothole and crack filling repairs per service calls or work orders as instructed by the EPA Project Officer. See Statement of Work section 2.13.

Question 55 – Will the contractor be responsible for re-striping the parking lot?

Response - Yes. See section 2.13 of the Statement of Work.

Question 56 - Is the contractor responsible for snow removal?

Response - Yes. See Statement of Work section 2.9.

Question 57 - Does the valve at T&E which the contractor is responsible to maintain meet confined space requirements?

Response - Yes. The T&E valve is located in the High Bay area's north side. The contractor is also responsible for maintaining the T&E non-chlorinated effluent line located in the Metropolitan Sewer District tunnel, which is not confined space.

Question 58 - Is the contractor responsible for the crane maintenance and certification at the T&E facility?

Response - Yes.

Question 59 - What are the certification requirements?

Response - Annual inspections.

Question 60 - How are rentals of equipment to be handled under the contract?

Response - Costs associated with the rental of equipment are to be treated as an Other Direct Cost (ODC). A narrative explanation fully describing the purpose of the charges should be provided for any proposed charges over and above the RFP-specified ODCs.

Question 61 - Are there any O&M contractors permanently stationed at the T&E facility?

Response - No.

Question 62 - How is the certification of the hoods handled?

Response - Non-HEPA filter hoods are certified by the current O&M contractor. HEPA filter hoods are certified by an outside company licensed to certify safety cabinets as a subcontract to the current O&M contractor.

Question 63 - How should the contractor address labs noted with radiation warnings?

Response - Entry needs to be cleared through the Lab Program Safety Officer.

Question 64 - Is the shop equipment at T&E under the contract?

Response - No. This equipment is under a separate non-facilities support contract for T&E research.

Question 65 - Is there a spill prevention plan in place?

Response - Yes, the O&M Contractor operates within the parameters of the EPA spill prevention plan.

Question 66 - Is there remote monitoring and control of the T&E and Center Hill building systems?

Response - Yes, this is accomplished through the Johnson Controls Metasys system located in the AWBERC Boiler Room. However, this is primarily for monitoring purposes. There is limited remote control for these systems, e.g., set points, on/off for fans.

Question 67 - Is the contractor responsible for maintaining the cafeteria equipment?

Response - Yes, see Statement of Work - Appendix B for a listing of equipment.

Question 68 - What is the number of vehicles and type currently used under the contract?

Response - The Government does not disclose this type of information since it concerns a particular company's approach to meeting contract requirements.

Question 69 - What level of preventive maintenance history does EPA have?

Response - EPA does not maintain a history of what repairs or services have been conducted on any given item of equipment. However, as required by section 2.1.1 of the Statement of Work for the new O&M contract, the Contractor's PM program must have the capability to document the repair history of equipment serviced under the contract. At contract inception, EPA will begin identifying items for which a repair history shall be kept. EPA is beginning an infrastructure replacement program which over several years will be replacing old equipment with new equipment. As this program evolves, EPA will gradually add items to the history list. In light of this infrastructure replacement program, EPA does not intend to require the maintenance of history profiles for equipment which will ultimately be replaced.

7. The PREPROPOSAL CONFERENCE -- ATTENDANCE ROSTER follows:

PREPROPOSAL CONFERENCE

RFP PR-CI-02-10653

O & M SERVICES EPA CINCINNATI

SEPTEMBER 16, 2002 at 08:30 AM EDT

ATTENDANCE ROSTER

<u>Print Name</u>	<u>Organization</u>	<u>Phone Number</u>	<u>Fax Number</u>
Billy Oden	OAM-CPOD	513-487-2126	513-487-2107
David Tolman	DCT Inc.	918-426-5902	918-426-5827
Cheryl Bernardi	DCT Inc.	918-426-5902	918-426-5827
Bill Wise	OAM-CPOD	513-487-2025	513-487-2107
Rick Koch	OARM-FMSD	513-569-7902	513-569-7545
Ken Austin	TPS	906-632-1148	906-632-1183
R. Daniel Eapen	Horizon	202-234-0063	202-234-0064
Stanley Carroll	Transcontinental	910-892-5737	910-892-6271
Anil Nayyar	Nayyarsons	516-741-9265	516-294-5485
Pam Hoskins	STR	513-367-5158	513-367-5159
David T. McCulley	Ultramac Corp.	513-353-4711	513-353-4822
Asit B. Saha	Pegasus	513-793-0096	513-793-1903
George Aslanides	Pegasus	513-793-0096	513-793-1903
John Zoller	Pegasus	513-793-0096	513-793-1903
David Leedy	Urban Services	904-268-3294	904-268-3294
Lucretia Askew	Divseratech	513-772-4447	513-772-4476
James Askew	Divseratech	513-772-4447	513-772-4476
Chris Hutcherson	OARM-FMSD	513-569-7262	513-569-7545
Evelyn Toro	OARM-FMSD	513-569-7500	513-569-7545

8. Updated information is provided for the Collective Bargaining Agreement: Article 8, Article 9, Article 10, Article 11 and Article 12. See the Attachment, "Revisions to the Collective Bargaining Agreement".

Attachment: Revisions to the Collective Bargaining Agreement (4 pages)